

DOI Work Activity 61: Support Human Resources

Program Area:	Indirect Cost
End Outcome Goal:	Not applicable
Intermediate Outcome:	Not applicable
DOI Sub process:	5b - Sustain Organizations

Examples/Notes:

Work Activity Description: Tasks include developing and implementing policies and procedures and providing guidance. It includes some overarching operations such as job fairs, and providing personnel services to bureau and department employees and supervisors. This activity does not include human resource processing activities for specific programs, such as, developing job descriptions, developing employee documents (e.g., SF-50s, retirement paperwork, health benefit forms, retention registers, etc. for employees in the field) that should be charged to specific programs. **This activity also does not include costs associated with labor and employee relations, equal opportunity, civil rights and workforce diversity, which are covered under DOI Work Activity 76 – Administer Employee and Labor Relations; DOI Work Activity 77 – Administer External Civil Rights; and DOI Work Activity 78 – Administer Internal Civil Rights.**

This work activity does include the costs for the tasks listed below that are related to implementation of Homeland Security Presidential Directive (HSPD) – 12:

- Training on HSPD-12 Registrar & Issuer responsibilities
- Management of the Personal Identity Verification process
- Review of current employee background investigation records
- Monitoring and management of background investigations for all current and new employees, contractors, and other affiliates requiring access to DOI facilities and/or computer systems. Managing the investigation, submission, and tracking process, records management process, and background investigation verification or adjudication.
- Costs of any flatbed scanners, digital cameras and fingerprint readers, and Identity Proofing Guides for Registrars and Issuers
- Set up and maintenance costs for department personnel In-Processing Centers.

Output: NA	Unit of Measure: NA
Inputs:	Cost Drivers: Workload requirements, external requirements (DOI, OMB, OPM.)

System Interfaces:

DOI Program Area Contact: (OS/PPM)